

Role Title:	Member of the Board of Directors (Finance)
Accountable to:	The Chairperson and the Board of Directors.
Status:	Unpaid voluntary role, 3-year term with opportunity for re-election for second 3-year term.
Committee Membership:	Finance & Audit committee

Volunteer Ireland Board of Directors Vacancy (Finance)

Summary of role

Volunteer Ireland is seeking a new Trustee with a focus on finance, to join our Board of Directors. The role involves playing an active role in the organisation's governance and strategic direction and taking a leading role on finance matters.

Role description

General responsibilities:

- Providing efficient and effective strategic leadership of Volunteer Ireland.
- Upholding and working towards the vision, mission, values and objectives of Volunteer Ireland and ensuring the organisation continues to work towards these.
- Acting in the interests of Volunteer Ireland at all times in relation to assets, property, statutory obligations and management requirements as outlined in the Board Handbook.
- Agreeing a schedule of matters specifically reserved for major decision-making by the Board (including the strategic plan, annual workplan and budget, new services, policy changes, etc.)
- Ensuring Volunteer Ireland complies with relevant legal requirements.
- Promoting prudent and effective management of organisational resources (financial and human).

- Ensuring there are strategies and policies in place that will support the objectives of Volunteering Ireland.
- Developing and monitoring effective risk management strategies for Volunteer Ireland.
- Developing and monitoring internal systems that are transparent and accountable to stakeholders.
- Formally registering conflicts of interest or loyalty with the Board.
- Not accepting gifts or gifts in kind in the capacity of Board member.
- At all times, acting with integrity and upholding the interests of the organisation.
- Championing Volunteer Ireland.
- Promoting the reputation of Volunteer Ireland and not bringing the reputation of the organisation into disrepute.

Additional duties specific to the Finance role:

- Providing general expertise and advice on all matters relating to finance.
- Taking an active role in the Finance & Audit committee.
- Reviewing management accounts periodically and raising any issues, questions or concerns.
- Reviewing drafts of audited accounts and meeting with auditors.
- Reviewing monthly payroll and invoices for sign-off.
- Acting as a signatory on the bank account.
- Dealing with banking issues as/when they arise.

Person specification

The successful candidate will have professional experience and a successful track record of strategic leadership and finance.

Essential Experience, Skills and Personal Qualities:

- Minimum five years' professional experience in a finance role, e.g. as an accountant, auditor or Finance Manager/Director in the private, non-profit or public sector.
- Strong financial and business acumen and the ability to understand complex financial issues and risk quickly.
- Governance skills including experience of strategic planning, organisational performance management and service development.
- Political astuteness – able to grasp relevant issues underpinned by an understanding of developing partnerships and building relationships with other organisations.
- An enquiring mind, with the confidence to challenge constructively.
- Recognition of the importance of supporting collective decisions.
- Strong communication and listening skills.

- Strong interpersonal skills.
- Calm under pressure.
- Able to manage a wide variety of situations in a meeting and ensure that the outcomes are in the best interest of the organisation.
- Commitment to the vision and values of Volunteer Ireland.

Desirable Experience, Skills and Personal Qualities:

- Experience as a volunteer or volunteer manager.
- Knowledge of the community and voluntary sector.
- Board level experience in the non-profit sector.
- Knowledge and experience of the Charity SORP (Statement of Recommended Practice).
- Knowledge of the 2014 Companies Act.
- Knowledge of the Charities (Amendment) Act 2024.
- Experience of achieving change management and transformation in an organisation.

Time requirement

Role	Time estimate (per year)
Preparing for and attending 5 Board meetings per year (held on Tuesdays at 4pm at Volunteer Ireland's office in Dublin, at an agreed location or online.	2 hours prep and 2 hours meeting x 5 meetings per year = 20 hours
Preparing for and attending 3-4 Finance & Audit sub-committee meetings per year.	3-4 hours per meeting x 3-4 meetings per year = 9 to 16 hours
Reviewing monthly management periodically.	30 minutes / month = 6 hours
Reviewing drafts of audited accounts	3-4 hours
Reviewing monthly payroll and invoices for sign-off	30 minutes / month = 6 hours
Acting as a signatory on the bank account.	2 hours
Dealing with banking issues as/when they arise	2 hours
TOTAL HOURS PER YEAR:	56 (=8 working days)

Application process

To apply, please send your CV and a brief cover letter outlining your suitability and motivation for applying, addressed to our Chairperson Ian Dinan: chair@volunteer.ie

Please state “**Member of the Board of Directors (Finance)**” in the subject line of your email. The deadline for applications is **Wednesday 28th May 2025**. Informal meetings with short-listed candidates will occur on Monday 16th June 2025.

Description of Volunteer Ireland

Volunteer Ireland (VI) is the national volunteer development organisation and a support body for all 29 local Volunteer Centres in Ireland. Volunteer Ireland’s vision is an Ireland where volunteering thrives. Our mission is to promote, support and advocate for excellent, accessible and inclusive volunteering. Volunteer Ireland has identified five strategic priorities for the duration of the current strategic plan (2023–2027). These are to:

- Advocate for volunteering
- Support the Volunteer Centres
- Develop meaningful volunteering
- Raise the profile of volunteering
- Grow and sustain an excellent organisation, consistent with our values.

Volunteer Ireland complies with the Charity Regulator’s Governance Code. For more information about Volunteer Ireland, including staffing and governance, please see

<https://www.volunteer.ie>